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MINUTES  
BUDGET COMMITTEE MEETING

May 3, 2021 9:00 a.m.

Virtual meeting via Zoom

PRESENT: Budget Committee members Mary Starrett, Lindsay Berschauer, Casey Kulla, Denny Elmer, Doreen App, and Rick John.

STAFF: Ken Huffer, Lindsey Manfrin, Christina Ferguson, Jason Henness, Jennifer Elkins, Mike Barnhart, and Keri Hinton.  
Due to current social distancing guidelines, participating department managers and staff presented budget messages via telephone or Zoom video conferencing

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Commissioner Starrett called the meeting to order at 9:02 a.m.

**Election of Officers** – Mary Starrett moved to appoint Denny Elmer as Chair. Rick John seconded the motion. The motion passed unanimously. Casey Kulla moved to appoint Rick John as secretary. Lindsay Berschauer seconded the motion. The motion passed unanimously.

**Adoption of Minutes** – Rick John moved approval of the minutes from May 4-6, 2020. Casey Kulla seconded the motion. The motion passed unanimously.

**Budget Overview** – Ken Huffer’s presentation of the proposed budget totals reflected a 2% decrease from 2020-21 and highlighted the 2021-22 budget revision of a supplemental budget to fulfill additional appropriation requirements of CARES Act revenues and expenditures. He anticipates American Rescue Plan Act (ARPA) allocations to be received in phases through 2024 to financially assist with community/business support and economic recovery. He noted the ARPA funding was not reflected in the proposed budget but will be added to the total adopted 2021-22 fiscal year budget. Expenses reflected an increase in personnel at 8%, offset by materials and services which he explained were a result of three re-negotiated collective bargaining agreements in 2020. Looking ahead, Mr. Huffer reviewed county budgetary challenges and county infrastructure modifications to ensure continued continuity in services being delivered.

The meeting recessed at 10:19 a.m. and reconvened at 10:26 a.m.

**HEALTH & HUMAN SERVICES (HHS) TEAM**

**General Overview** – Lindsey Manfrin stated that the HHS budget is 96% state and federally funded of which, a significant amount is applied to Medicaid funding for behavioral health services. Ms. Manfrin stated she is closely monitoring legislation regarding funding from the state to draw down the federal match for community behavioral health clinics which provides a substantial funding stream to maintain several community services. The YCCO contract was modified to reflect YCCO assuming the risk reserves for behavioral health plans in the 2020-21 fiscal year. She estimated a \$1.4 million-dollar variable revenue loss related to COVID-19. She addressed an increase to YCCO membership, partially due to the closure of the Marion-Polk CCO with a forecasted overall of a 1% loss. She noted overall flat growth in personnel but

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highlighted a 3.0 FTE increase projection.

**Public Health (Fund 16-70)** – Lindsey Manfrin stated that restaurant license fees are being closely monitored due to the current economic crisis. She noted a slight decrease in client pay and private insurance revenues. She addressed personnel changes and materials & services reflected ongoing contract service expenses for digital health record storage. Ms. Manfrin highlighted a line in materials and services for COVID-19 expenses and funding related to the pandemic response.

**Veterans' and Disabilities Services (Fund 16-71)** – Lindsey Manfrin noted that this budget is focused on peer outreach and service connections.

**Community Support Services (Fund 16-73)** – Lindsey Manfrin stated this department remained static with no significant changes.

**Family and Youth (Fund 16-75)** – The department budget remains relatively static. School based services remained onsite despite fluid school population.

**Administration (Fund 16-79)** – Lindsey Manfrin stated that state grants contain fees to hospitals for indigent psychiatric hospitalization. Ms. Manfrin noted a decrease in community provider contracts due to the transition of risk and administrative functions for the CCO contracts. She projected a 1% decrease conservatively in OHP membership. Additionally, Christina Ferguson said the 1% projection reflected OHA extending the open contract membership cap through June 30<sup>th</sup> and pending membership re-determinations.

**Enhanced Residential/Outreach (Fund 16-172)** – Lindsey Manfrin noted no significant changes to this program.

**Housing and Recovery Supports (Fund 16-173)** – Lindsey Manfrin reported this division was created to provide oversight to the increasing number of supportive housing programs and is largely state grant funded. She highlighted a proposed addition of a 1.0 FTE Program Manager 1 position to facilitate departmental growth.

**Adult Behavioral Health (Fund 16-174)** – Lindsey Manfrin assured that the aggregate COVID-19 related expenses and state funding was being tracked and reported to the state as to how funding is being spent. She noted space capacity was the biggest challenge to address OSHA compliance. Funding sources are being sought to continue projected long-term forecasting. She noted the CARES Act provided funding opportunities to mitigate rising pandemic societal impacts such as relapse and addiction to alcohol and drugs.

The meeting recessed at 11:42 a.m. and reconvened at 11:50 a.m.

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**PRESENT:** Budget Committee members Mary Starrett, Lindsay Berschauer, Casey Kulla, Denny Elmer, and Rick John.

**STAFF:** Ken Huffer, Mike Barnhart, Jennifer Elkins, Benjamin Much, Jessica Beach, Alicia Schelb, Gary Wertz, Ken Friday, Mark Lago, Russ Heath, and Keri Hinton. Due to current social distancing guidelines, participating department managers and staff presented budget messages via telephone or Zoom video conferencing.

**GUESTS:** Chip Mayes (citizen) and Nicole Montesano, News-Register.

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**County Schools (15-85)** – Mike Barnhart stated this is a pass through from the state for funds that have specific allocations.

**Non-Departmental (10-39)** – Ken Huffer stated this is a discretionary revenue pass through fund to pay for the Newberg-Dundee bypass lobbyists. The largest portions are for the county medical examiners and internal property/liability insurance expenses.

**O&C Fund (30-52)** – Ken Huffer stated this restrictive fund is used for Title III government items such as wildfire funding, search and rescue on federal lands and community wildfire protection plans.

**Federal Fund (50-52)** – Ken Huffer noted this fund is for one-time grant awards and are held for deliberation allocations.

The meeting recessed at 12:08 p.m. and reconvened at 1:33 p.m.

## **CULTURE & RECREATION TEAM**

**Fair (20-80) Fair Event Center (20-82)** – Gary Wertz addressed the status of the Fair stating it would move forward unless canceled by the Governor and reported smaller events were being hosted regardless of larger event restrictions. Staffing levels were reduced and revenues are being applied towards maintenance and upkeep. An internal transfer from the general fund was necessary last summer to maintain facilities and operations due to the unforeseen crises of forest fires and closures due to the pandemic.

**Parks (10-81)** – Benjamin Much reported a lack of labor due to the stoppage of the work crew during the pandemic. He addressed ongoing and upcoming projects.

**SDC (29-39)** – Ken Huffer noted that this fund is divided between the Fair (60%) and the Parks (40%). SDC's are restricted funds and can only be used on capital projects for the impacted systems.

**911/Dispatch Services (10-48)** – Ken Huffer noted the revenue received is from YCOM dues.

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**Mediation Services (10-59)** – Ken Huffer stated this is a pass through from the state for funds that have specific allocations for domestic court mediation and is a not-to-exceed fund.

## **LAND USE TEAM**

**Planning (10-20)** – Ken Friday stated personnel remained static and noted the GIS Services funds will likely be expended due to pending projects.

**Solid Waste (17-28)** – Ken Friday stated staffing levels remain unchanged. He noted the tipping fees were divided between in-county and out-of-county fees received from Riverbend Landfill. He anticipates only receiving the monthly base minimum fees of \$20,000. Roadside garbage pick-up was increased due to an uptick in RV solid waste and vehicle clean-up/disposal. Mr. Friday addressed the reserve for future request of \$200,000 to retain available funding for future clean-up costs in the event Riverbend Landfill does close.

**Landfill License Reserve (38-56)** – Ken Huffer stated the whole beginning balance has been moved to the ending balance for awarding one-time community grants/projects and in anticipation of Riverbend Landfill closing to ensure continued active operations or programs. This fund was reimbursed with CARES Act funding for funds that were distributed for COVID-19 expenses.

**Surveyor (10-21) / Corner Restoration (27-37)** – Ken Friday noted the retirement of Bill Gille and stated Jason Foose was hired as the new County Surveyor. The budget has remained static.

The meeting recessed at 2:36 p.m. and reconvened at 2:50 p.m.

## **PUBLIC WORKS TEAM**

**Chehalem & North Valley Intersection Reserve (11-01)** – Mark Lago noted no significant changes to this fund.

**Fleet Maintenance (11-29)** – Russ Heath reported slightly higher revenues in state highway funds. There were no other significant changes.

**Engineering (11-55)** – Mark Lago noted hiring a full time County Engineer. There were no significant changes.

**Road Fund (11-60)** – Mark Lago stated project reimbursement was a pass through for revenue marked for the Bypass project. The only change in personnel is a pending retirement for an employee retiring after 50 years of service. Striping will increase due to an overlay and chip seal capital improvement project in contract services. The motor pool reflects an additional 5% for the purchase of equipment for road maintenance.

**Bicycle Footpath (41-30)** – Mark Lago reported no significant changes. He noted the beginning balance could be held for ten years prior to a project. The funds can be used for bike paths in a right-of-way on county roads.

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**Motor Vehicle Replacement (45-29)** – Russ Heath noted no significant changes.

**Habitat Conservation (52-62)** – Mark Lago noted the division manager line referred to the Parks Manager FTE. Reserves for the future reflect funding for the Fender Blue Butterfly survey expenses.

The meeting recessed at 3:18 p.m. and reconvened at 3:31 p.m.

## **GENERAL GOV'T TEAM**

**Economic Development (26-34)** – Ken Huffer noted a conservative balance for video lottery funds and will be updated when video lottery forecasting is known. He highlighted SEDCOR's effective role in business outreach and emergency grant funding during the earlier phases of COVID-19.

**Commissioners (10-13)** – Ken Huffer reported a positive beginning balance and noted the administrative overhead revenue helps to support this fund. He noted no significant changes to materials/services or personnel but was subject to change based on the recommendations of the Compensation Committee and the option of each commissioner to accept potential salary increases. There was discussion regarding the reduction of commissioner expenses, including Travel and Discretionary allocation which Mr. Huffer suggested be continued in Deliberation.

**Administrative Services (10-10)** – Ken Huffer addressed an ad-back request of 1.0 FTE in Human Resources. The revenue beginning balance reflected some vacancy savings due to the open Human Resources Manager position. The NEOGOV software upgrades in Human Resources were paused due to COVID-19 and contract bargaining during 2020. There were no other significant changes to personnel or materials & services. There was interest by the committee to see a proposal of adding 2.0 FTE in total to Human Resources personnel to maintain employee services resulting from new guidelines resulting from the pandemic.

**Insurance Reserve (80-38)** – Ken Huffer stated this fund reflects insurance and risk protection for the county with no significant changes.

**Dental Self Insurance (80-88)** – Ken Huffer said the county is self-insured; this fund provides coverage claims for all non-Teamster employees. He noted less expenditures last year due to the pandemic.

**Contingency (80-92)** – Ken Huffer said this fund maintains a healthy balance in the event of unforeseen expenses.

**Unappropriated Balance (80-94)** – Ken Huffer said the balance has remained high due to the move to SAIF and the avoidance of loss claims.

**PEL Reserve (80-133)** – Ken Huffer stated this fund is the Personal Extended Leave (PEL) reserve.

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**Property Damage Account (80-134)** – Ken Huffer explained that this fund is for the county’s property insurance. Individual departments pay into this fund to help cover costs which may not be covered such as flood or seismic damages.

**PERS Reserve (80-135)** – Ken Huffer stated this fund carries an interfund loan with no additional revenue streams.

**Time Loss Reserve (80-136)** – Ken Huffer stated this fund is related to workers compensation which helps departments cover short-term hiring personnel expenses. This fund is not utilized regularly and will be reviewed for its necessity.

**Workers Comp Reserve (80-137)** – This fund maintains a healthy balance to cover workplace ergonomic expenses and risk prevention assessments.

**Liability Reserve (80-138)** – Ken Huffer stated this fund is for the purpose of appropriation for smaller claims.

**Medical Insurance Reserve (80-139)** – Ken Huffer stated this reserve is in the process of begin closed out and transferred back to departments.

The meeting recessed at 4:50 p.m. and reconvened at 5:30 p.m.

## **PUBLIC HEARING**

Chair Denny Elmer opened the public hearing at 5:30 p.m. There were no general public comments received regarding the budget; some of the funding requests were received via email and no in person presentations were given due to COVID-19 social distancing and meeting restrictions.

**CASA** – Funding request for an additional \$2,000 to their currently funded \$4,000.

**Homeward Bound Pets** – Funding request in the amount of \$5,000 to assist with operational support.

**YC ARES** – Funding request in the amount of \$2,750.04 for radio equipment upgrades.

**Your County Mediators** – YCM is currently funded at \$12,000. The additional funding request was \$5,000.

**Yamhill County Soil & Water Conservation District** – Funding request in the amount of \$10,000 for a wildfire safety program. This was discussed and decided that it would be more appropriately funded by Title III funds if approved.

The public hearing closed, and the meeting recessed at 5:36 p.m. with no final decisions made.

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PRESENT: Budget Committee members Mary Starrett, Lindsay Berschauer, Casey Kulla, Denny Elmer, and Rick John.

STAFF: Ken Huffer, Brad Berry, Kate Lynch, Debra Bridges, Jessica Beach, Scott Paasch, Dana Carelle, Vicki Woods, Sheriff Tim Svenson, Emily Williams, Mike Barnhart, Jennifer Elkins, and Keri Hinton.

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The meeting reconvened at 9:01 a.m.

### **CRIMINAL JUSTICE TEAM**

Brad Berry stated caseloads continue to grow at the rate of approximately 5% with staff reaching workload capacity. Domestic violence and crimes against children increased with the closure of schools during the pandemic. Backlogs continue to be a concern with a 474% growth of incomplete cases between 2019 to 2020.

**District Attorney (Fund 10-18)** – Brad Berry addressed an ad-back request for two cut positions to keep personnel neutral. He said there were several delayed homicide trials and that any funding for anticipated trial costs were insufficient and may need to be revisited with the Board of Commissioners later in the year if any of the cases go to trial.

**Support Enforcement (Fund 10-22)** – Brad Berry reported no significant changes but provided background regarding personnel transitions that occurred in 2020-21. Ken Huffer verified the FTE adjustments being made which he noted would not require deliberation.

**Community Justice (Fund 21)** – Jessica Beach stated the beginning balance is comprised of 91% state funded dollars with a 9% county allocation. Ms. Beach stated this fund incorporates the 10% state funded budget decrease. She briefly summarized department challenges resulting from COVID-19 ranging from housing subsidy shortages for early commutations, the suspension of work crews and a significant decrease in the correctional population. Other challenges were a result of the passage of Measure 110 and the court's case backlog, which she projected would result in a significant loss of revenue.

**Community Corrections (21-44)** – Jessica Beach stated this fund supports two probation officers with no significant changes.

**State Enhancement (21-45)** – Jessica Beach addressed the CFDA Federal Grant line which was a one-time lump sum with no projection of re-funding. She reviewed personnel changes and highlighted a significant difference from last year's adopted parole services budget due to CESF funds being used to house adults in custody released on commutations and/or for those requiring quarantine.

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**Work Release (21-63)** – Jessica Beach stated this budget reflects projected workload normality with no other significant changes.

**Senate Bill 1145-Case Management (21-67)** – Jessica Beach stated there is an expected 10% revenue decrease. She addressed personnel expenses and requested an offset or increase to the ending balance.

**Juvenile Department (10-74)** – Jessica Beach stated the 10% state decrease applied to the diversion program. She noted one 1.0 FTE vacant position and 1.0 FTE reclassification request.

**Juvenile Detention (10-77)** – Jessica Beach noted this was funded by 99% county allocation and contract services, and 1% state grant funding. The beginning balance reflects a very tight budget along with community service state grant funds being zero due to the suspension of the work crew program during COVID-19. In revenue, the bed rental contracts decreased in 2020 with Polk County. There were no significant changes in personnel, but noted the impacts resulting from the most recent negotiated collective bargaining agreement. She noted an ad-back request to cover the cost of a .25 FTE position. She noted a correction to a memo regarding an increase to food costs.

The meeting was recessed at 10:14 a.m. and reconvened at 10:26 a.m.

**Jail (10-41)** – Sheriff Tim Svenson stated most funds have remained flat due to reduced revenue because of COVID-19 in addition to being the last year of an 8.5% salary adjustment in the CBA, noting that this budget includes the 8.5% salary increase. He also noted five patrol and jail vacancies and five expected retirements that will affect personnel.

Sheriff Tim Svenson stated grant funding for MAT services will end this fiscal year and suggested HHS overtake the program. He noted a revenue change in the CFDA Grant for COVID-19 mitigation which will end this year. In personnel, he addressed the life insurance line which he reported was under budgeted with no balance to draw from. Lastly, he noted a carryover of CARES Act reimbursement funds for COVID-19 mitigation to the Sheriff's budget to offset a shortage caused by personnel increases.

**Marine Patrol (10-42)** – Sheriff Tim Svenson addressed an adjustment greater than 5% related to the increase in materials and services for seasonal staff training and development with no other significant changes.

**Sheriff (10-43)** – Sheriff Tim Svenson stated the ODOT traffic safety program funding through 2024 was received for consideration, which may have a budgetary impact beginning in 2022. He noted a placeholder line pending a forfeiture from the state on the revenue line.

**YCINT (10-69)** – Sheriff Tim Svenson stated state narcotic funds are forfeited to the county and are maintained in this fund. He stated this team was disbanded a few years ago and the fund is being spent down with appropriate expenses for eventual closeout.

**Court Security (10-86)** – Sheriff Tim Svenson addressed an ad-back request to balance this budget by eliminating Court Security Reserve positions.

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**Radio System (10-163)** – Sheriff Tim Svenson noted a system-wide survey on the radio system capabilities which will support future upgrades. He stated the MOU agreement with YCOM expires in this fiscal year. It will be renewed at the existing dollar amount unless terms are re-negotiated.

**Dog Control (13-47)** – The kennel contract with Homeward Bound Pets remains effective through June 2022. The transition to Helion software is complete and licensing renewal revenue was not strong but steady to continue to share with cities.

**Jail Capital (40-41)** – Sheriff Tim Svenson stated the camera system installation is complete and noted no other significant changes.

**Emergency Management (10-40)** – Sheriff Tim Svenson noted a savings in the Everbridge emergency notification system which the state will be assuming. There was discussion about integrating ARES expenses into this fund to cover basic equipment that typically get presented as community funding requests.

**911/Dispatch Services (10-48)** – Ken Huffer stated this fund covers YCOM membership dues. The budget amount for this fund will be set at the upcoming YCOM budget hearing to determine what the membership dues will be for the 2021-22 fiscal year.

The meeting recessed at 11:57 a.m. and reconvened at 1:33 p.m.

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PRESENT: Budget Committee members Mary Starrett, Lindsay Berschauer, Casey Kulla, Denny Elmer, and Rick John.

STAFF: Ken Huffer, Cynthia Thompson, Mary Bonta, Mike Barnhart, Jennifer Elkins, Christian Boenisch, Kris Bledsoe, Brian Van Bergen, Derrick Wharff, Joe Moore Shane Hoffman, and Keri Hinton.

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## **COMMUNITY SERVICES TEAM**

**Transit (10-33)** – Cynthia Thompson stated Transit is considered an essential service with ridership currently at 60% from pre-COVID-19 days. The program continues to run fare free during the pandemic, but free service is anticipated to end in December 2021. She stated this coming fiscal year would be focused on policy and program development and long-term facility development. She reviewed state grant amounts which totaled \$3.6 million dollars in operating funds and \$2 million in capital funds. She noted the Yamhill County Transit Advisory Committee (YCTAC) would serve as a workgroup to seek out local city funding and other contribution options. Capital expenses include bus purchases for the Junction City pilot program, and site analysis and conceptual designs for a new transit and administration facility.

**Law Library (14-26)** – Mary Bonta noted modest changes to this fund. There was a reduction to publications and dues.

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**GENERAL GOVERNMENT TEAM (cont.)**

**County Counsel (10-25)** – Christian Boenisch reported no significant changes in revenue. He noted an open Assistant County Counsel position is preparing a recruitment to be filled in 2021-22. Outside professional service expenses reflect an increase which are used generally in contract bargaining and foreclosures. Mr. Boenisch clarified that only one professional service invoice went towards the Yamhelas Westsider Trail during the 2020-21 fiscal year.

**Treasurer (10-23)** – Kris Bledsoe reported some changes to materials and services noting a slight increase to publications with no other significant changes.

**Clerk (Fund 10-15, 12-15, 40-15)** – Brian Van Bergen provided an overview regarding licensing and recording. He reported a continued revenue flow from marriage licenses and that passport issuances have resumed. Ken Huffer proposed to transfer capital funds in general funds to materials and services for the eventual replacement of the current election system. Mr. Van Bergen noted that his department received separate COVID-19 funding from the CARES Act.

The meeting recessed at 2:52 p.m. and reconvened at 3:01 p.m.

**Assessor (10-12)** – Derrick Wharff discussed revenue which is primarily from the general fund and CAFFA grant which assists counties with administrative costs associated with tax assessments. He noted changes to personnel with the elimination of an Appraiser III position and an ad-back request to reinstate the same position for the reappraisal of industrial and commercial accounts in the next 3-5 years. Mr. Wharff noted that the funding reserve for Pictometry aerial imagery is ending in 2022. Reserves for the future reflects a placeholder for software maintenance which is currently at zero.

**GENERAL GOVERNMENT TEAM, CONT.**

**Capital Improvement Fund (40-27)** – Ken Huffer reported that revenue is collected from internal charges to departments for major remodel projects in existing county buildings and expenses remain status quo. Ken Huffer noted the District Attorney's pending remodel along with COVID-19 cleaning enhancements due to OSHA requirements were the largest items affecting the beginning balance. Mr. Huffer also noted the interfund loan repayments for property acquisitions comes from this fund.

**Facilities Division Fund (40-16)** – Joe Moore reported no significant changes in this fund but stated that the ending balance reflects impacts from the most recent collective bargaining contract.

**Jail Facilities Fund (40-116)** – Sources of revenue are transferred from general funds and community corrections. CARES Act reimbursements went to Facilities for cleaning materials in 2019 and 2020.

**Postage Machine (40-83)** – Mike Barnhart noted no significant changes with no planned expenditures but holding reserves for a future equipment purchase.

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**TELECOMMUNICATIONS**

**Information Technology (10-17)** – Shane Hoffman reported no significant changes in revenue. He noted a request for a senior network administrator reclassification.

**Communications (48-14)** - Shane Hoffman stated IT provides telecom support for the City of McMinnville, YCOM offices and the Courthouse. He noted a slight decrease in telephone revenues due to the transition of courthouse phones to a state system with no other significant changes to this fund.

**Computer Replacement Fund (40-17)** – Shane Hoffman stated that revenue is paid by other departments to cycle out computers for replacement. He noted department equipment was moved to the reserve for future capital expenses line for future replacements.

**Software Reserve (40-117)** – Ken Huffer reported this fund has been used for major software capital projects. The fund is earmarked for an HHS software purchase and Finance software replacement. He proposed a request to increase funding for the finance software replacement. The current funding will be appropriated in 2021-22, moving from Reserve for Future to an expense line, noting that the project is very close to being brought before the Board to be approved after a lengthy RFP process. Mike Barnhart stated there is interest in acquiring a cloud-based system to remove the current system from the network server.

The meeting recessed at 4:41 p.m. and reconvened at 4:49 p.m.

**Capital Projects (40-161)** – Ken Huffer stated this is a placeholder for approved grant funds not yet received but intended for large non-department specific grants. There was discussion regarding previous grant projects and the county's future involvement of acting as a conduit for non-profit grant services.

Mr. Huffer requested creating a new special revenue fund to receive American Rescue Plan Act dollars (Fund 32) for the 2021- 22 fiscal year, fully appropriating a direct allocation in excess of \$20 million dollars from the US Treasury into the budget.

**Discretionary (10-02)** – Ken Huffer stated this fund holds property taxes and lesser taxes such as generated revenues from cigarette and alcohol sales. He noted marijuana tax projections were unclear due to lack of revenue trend history.

**Transfers (10-90)** – Ken Huffer stated this fund is for transferring from discretionary to non-general fund departments within the budget.

**Contingency (10-92)** – Ken Huffer stated this fund is for unanticipated emergency expenses not budgeted through the year.

The meeting recessed at 5:35 p.m.

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**BUDGET COMMITTEE MEETING**  
May 5, 2021 9:00 a.m.

Virtual meeting via Zoom

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PRESENT: Budget Committee members Mary Starrett, Lindsay Berschauer, Casey Kulla, Denny Elmer, Doreen App, and Rick John.

Staff: Ken Huffer, Brad Berry, Derrick Wharff, Jessica Beach, Mike Barnhart, Jennifer Elkins, Brian Van Bergen, and Keri Hinton.

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Chair Denny Elmer called the meeting to order at 10:11 a.m.

**Deliberation**

The Budget Committee Deliberation List was reviewed (see Exhibit A) with the requests funded as listed below. Ken Huffer explained the purpose of each fund reserve as presented on the deliberation list.

**Departmental Requests**

District Attorney – Lindsay Berschauer moved approval of a transfer from the general fund in the amount of \$276,173 to the District Attorney’s Office for DDA and Senior Office Specialist positions and remodel planning. Mary Starrett seconded the motion. The motion passed unanimously.

Department of Community Justice (DCJ) - (Mental Health) – Mary Starrett moved approval of a transfer from the general fund in the amount of \$38,528 to DCJ for mental health services. Rick John seconded the motion. The motion passed unanimously.

Department of Community Justice (DCJ) – (Medical/Food) – Mary Starrett moved approval of a transfer from the general fund in the amount of \$34,802 to DCJ for food and medical services. Casey Kulla seconded the motion. The motion passed unanimously.

Sheriff’s Office – (Court Security) – Mary Starrett moved approval of Option 1 to transfer \$162,386 from the general fund for an add back of one 1.0 FTE Corrections Deputy. Commissioner Kulla seconded the motion. The motion passed unanimously.

Assessor’s Office – (Appraiser III) – Lindsay Berschauer moved approval of a one-time transfer from the general fund in the amount of \$82,750 for the requested Appraiser III position. Mary Starrett seconded the motion. The motion passed unanimously.

Administration – Mary Starrett moved approval of a one-time transfer from the general fund in the amount of \$120,594 for an HR Analyst position. Casey Kulla seconded the motion. The motion passed unanimously.

NEW Special Revenue Fund 32 – Ken Huffer recapped the request for the appropriation of the American Rescue Plan Act (ARPA) funds. Mary Starrett moved approval of the appropriation

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request for the ARPA funding. Casey Kulla seconded. The motion passed unanimously.

Software Reserve – [Tabled]

Jail Capital – Mary Starrett moved approval of a one-time transfer from the general fund in the amount of \$100,000 to support future Jail capital projects. Casey Kulla seconded the motion. The motion passed unanimously.

Jail Maintenance – Rick John moved approval of a one-time transfer from the general fund in the amount of \$79,000 for a Maintenance II position. Casey Kulla seconded the motion. The motion passed unanimously.

Sheriff's Office (Marine Patrol) – [Tabled] After discussion, Mary Starrett moved to table a request to add a full-time marine patrol deputy in the amount of \$164,611. Rick John seconded the motion. The motion passed unanimously.

Emergency Management – The Budget Committee discussed creating a new general fund line for allocation increases to support nonprofit requests (CERT, ARES, VRU, SAR, ETC) that involve emergency response. Mary Starrett moved approval of moving \$5,000 from discretionary revenue, Casey Kulla seconded the motion. The motion passed unanimously.

The meeting recessed at 1:19 p.m. and reconvened at 1:51 p.m.

Community Requests

Ken Huffer stated this is a public budget meeting and community requests are not formal grant program requests.

[Denied] Yamhill County ARES, \$2,750 – See above Departmental Requests: Emergency Management. Mary Starrett moved to deny the YC ARES request for \$2,750. Doreen App seconded the motion. The motion passed unanimously.

[Approved] CASA, additional \$2,000 – Mary Starrett moved approval to increase the county's commitment from \$4,000 to \$6,000. Casey Kulla seconded the motion. The motion passed unanimously.

[Approved] Homeward Bound Pets, \$5,000 – Casey Kulla moved approval of the \$5,000 request for operational support. Mary Starrett seconded the motion. The motion passed unanimously.

[Approved] Landfill License Reserve for HBP (above) – Casey Kulla moved approval of transferring \$5,000 funding request to Homeward Bound Pets from the Landfill License Reserve. Lindsay Berschauer seconded the motion. The motion passed unanimously.

[Denied] Your Community Mediators, additional \$5,000 – Mary Starrett moved to keep YCM at the current amount of \$10,000 and deny the increase of \$5,000. Casey Kulla seconded the motion. The motion passed unanimously.

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**[No Action Taken]** Yamhill Soil & Water Conservation District (YSWCD), \$10,000 (Title III) – Commissioner Kulla moved approval to allocate \$10,000. There was no second motion. No action taken.

Personnel Requests as listed on the deliberation list – Lindsay Berschauer moved approval of the personnel requests as presented. Casey Kulla seconded the motion. The motion passed unanimously.

Compensation Committee Recommendations

**Commissioners** – Mary Starrett moved to deny the Compensation Committee’s recommendation to increase the Commissioners’ salary by 3.5%. Lindsay Berschauer seconded the motion. The motion passed, Mary Starrett, Lindsay Berschauer, Casey Kulla, Denny Elmer and Doreen App voting aye. Rick John voted nay.

**Assessor** – Rick John moved to approve the Compensation Committee’s recommendation to increase the Assessor’s salary by 8.5%. Casey Kulla seconded the motion. The motion passed unanimously.

**Clerk** – Lindsay Berschauer moved approval of the Compensation Committee’s recommendation to increase the Clerk’s salary by 3.5%. Casey Kulla seconded the motion. The motion passed unanimously.

**Sheriff** – Doreen App moved approval of the Compensation Committee’s recommendation to increase the Sheriff’s salary by 8.5% concurrent with the funding formula of the CBA. Rick John seconded the motion. The motion passed unanimously.

**District Attorney** – Casey Kulla moved approval of the Compensation Committee’s recommendation to keep the District Attorney’s county stipend at the same compensation rate. Mary Starrett seconded the motion. The motion passed unanimously.

**Treasurer** – Rick John moved approval of the Compensation Committee’s recommendation to keep the Treasurer at the same compensation rate. Mary Starrett seconded the motion. The motion passed, Rick John, Doreen App, Denny Elmer, Mary Starrett and Lindsay Berschauer voting aye. Casey Kulla abstained.

Approval of budget and tax rate – Mary Starrett moved approval of the budget as amended and set the tax rate at \$2.5775 per thousand dollars of assessed value. Lindsay Berschauer seconded the motion. The motion passed, Mary Starrett, Lindsay Berschauer, Rick John, Denny Elmer and Doreen App voting aye. Casey Kulla abstained.

The meeting adjourned at 3:10 p.m.

Minutes prepared by Carolina Rook  
Secretary

YAMHILL COUNTY BUDGET COMMITTEE